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Seventh United Nations Regional Cartographic Conference for the Americas
New York, 22-26 January 2001

Documentation for the Conference

Note by the Secretariat

1. The official languages of the Conference are English, French and Spanish. Since the facilities for the translation and reproduction of documents at the site of the Conference will be limited, Governments are asked to forward to the United Nations Secretariat their documents at their earliest convenience, but not later than 1 November 2000, in at least one of the languages of the Conference. Documents should support the items on the provisional agenda for the Conference.

2. Documents may be e-mailed to the United Nations Secretariat in the following formats: **.doc** or **.pdf** to the e-mail addresses listed in paragraph 8 below.

3. Each document should be accompanied by a summary, which should be limited to one typewritten page. Documents will be distributed in the language(s) in which they are received and the summaries will be translated by the Secretariat and distributed in the other languages. Acronyms and abbreviations must be spelled out the first time they appear. When a considerable number of acronyms and abbreviations appear, they must be listed at the beginning of the text, with the full terms they stand for. It is essential that documents be kept to a reasonable length; in no case should they exceed 10 pages.

4. To facilitate and expedite the reproduction of black and white illustrations (half-tones, charts etc.), a negative or glossy positive for each illustration should be forwarded to the United Nations Secretariat, along with the text.

5. Governments that are submitting multicolour illustrations should send 200 copies of each to the Conference secretariat in New York for distribution during the Conference, since it is not possible for the United Nations to reproduce such illustrations.

6. The proceedings of the Conference will be issued in only one volume, which will be the report of the Conference.

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7. Documents received after the deadline cannot be printed formally by the Secretariat. They will be accepted at the Conference site and will be distributed as information papers. For satisfactory distribution, at least 200 copies should be provided by the delegation.

8. Correspondence relating to the Conference may be addressed to the United Nations Secretariat, as follows:

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